



President: Rachel Backstrom (2023)
 Vice President: Kate McComb (2025)
 Secretary: Megan Warwick (2023)
 Member: Andrew Kendall (2023)
 Member: Shannon McClintock Miller (2025)

Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: October 19, 2022 Time: 6:00 PM

Place: Van Meter Public Library (505 Grant Street)

Our Mission: The mission of the Van Meter Public Library is to provide materials and services that support and encourage lifelong learning and love of literature.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Consent Agenda
 - A. Minutes of September 21, 2022 Meeting
 - B. September Financials
 - C. October Claims
5. Revision to Bylaws
6. Revision of Behavior Policy
7. Review Mission and Vision Statements
8. Assistant Director Job Description
9. Review Chapter One of Trustee Handbook
10. Reports
 - A. Director's Report
 - B. President's Report
11. Adjourn

Schedule	
Oct 19, 2022	Chapter One Trustee Handbook Review Mission & Values Policy
Nov 16, 2022	Chapter Two Trustee Handbook
Dec 14, 2022	Chapter Three Trustee Handbook Review Financial Policy
Jan 18, 2023	Chapter Four Trustee Handbook Review Hours and Closings Policy Review Strategic Plan First draft of budget
Feb 15, 2023	Chapter Five Trustee Handbook Expiring Board Terms Approve Budget
Mar 22, 2023	Chapter Six Trustee Handbook
Apr 19, 2023	Chapter Seven Trustee Handbook Review ByLaws Director's Evaluation
May 17, 2023	Chapter Eight Trustee Handbook
June 21, 2023	Chapter Nine Trustee Handbook Review Community Outreach Policy
July 19, 2023	Chapter Ten Trustee Handbook Elect Officers Submit report to City Council
Aug 16, 2023	Chapter Eleven Trustee Handbook Review Bulletin Board Policy
Sept 20, 2023	Chapter Twelve Trustee Handbook Review Collection Development Policy

Van Meter Public Library

9/21/2022 Board Meeting Minutes

On September 21st 2022, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:00pm by President Backstrom.

In attendance were McCombs, Kendall, and Warwick. Miller the meeting joined via phone. Nancy Studebaker and Katrina Brocka were also in attendance.

President Backstrom asked for an approval for the agenda, McCombs motioned, Kendall seconded. Passed unanimously.

President McCombs reviewed the consent agenda; McCombs motioned to approve the corrected consent agenda, Kendall seconded; passed unanimously.

Discussion Items:

Revision to Bylaws was presented by Studebaker. Discussion was held.

Internet Use Policy review was presented by Studebaker. Discussion was held.

Behavior Policy revision was presented by Studebaker. Discussion was held.

ADA Checklist was presented by Studebaker. Discussion was held.

Action Items:

Kendall motioned to approve the ADA checklist. Miller seconded, passed unanimously.

A Director's report was given. Discussion was held.

There was no President's report.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, McCombs seconded. Passed unanimously. Adjourned at 6:30 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, October 19th at 6:00pm.



Final Details for Order #111-5615541-4441037

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 29, 2022
Amazon.com order number: 111-5615541-4441037
Order Total: \$15.98

Business order information
GL code: 182-410-6215 Department: Library Programs

Shipped on August 30, 2022	
Items Ordered	Price
1 Of: <i>Hole Puncher, 6 Pack, 8 Sheet Capacity, Silver Color, Paper Punch for Paper, 1 Hole Punch</i> , Sold by: The Mega Deals (seller profile) Condition: New	\$9.99
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$9.99 Shipping & Handling: \$5.99 ----- Total before tax: \$15.98 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$15.98 -----

Payment information	
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line Last digits: 0568	Item(s) Subtotal: \$9.99 Shipping & Handling: \$5.99 ----- Total before tax: \$15.98 Estimated Tax: \$0.00 ----- Grand Total: \$15.98
Credit Card transactions	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 31, 2022: \$15.98

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-8264813-3866616

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 30, 2022
Amazon.com order number: 111-8264813-3866616
Order Total: \$23.08

Business order information
GL code: 182-410-6502
Department: Library Materials

Shipped on September 1, 2022
Items Ordered Price
1 of: Amari and the Great Game (Supernatural Investigations, 2) , Alston, B. B. \$17.09
Sold by: Amazon.com
Condition: New
Shipping Address: City of Van Meter Public Library
505 GRANT ST
PO BOX 160
VAN METER, IA 50261-7707
United States
Item(s) Subtotal: \$17.09
Shipping & Handling: \$5.99
Total before tax: \$23.08
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$23.08

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$17.09
Shipping & Handling: \$5.99
Total before tax: \$23.08
Estimated Tax: \$0.00
Grand Total: \$23.08
Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 2, 2022: \$23.08

To view the status of your order, return to Order Summary .

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Final Details for Order #111-7623649-5278637

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 17, 2022
Amazon.com order number: 111-7623649-5278637
Order Total: \$25.76

Business order information
GL code: 182-410-6502 Department: Library Materials

Shipped on August 18, 2022	
Items Ordered	Price
1 of: <i>Jurassic World Dominion [DVD] , Chris Pratt</i> Sold by: i-Deals Store (seller profile) Condition: New	\$25.76
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$25.76 Shipping & Handling: \$0.00 ----- Total before tax: \$25.76 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$25.76 -----

Payment information	
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line Last digits: 0568	Item(s) Subtotal: \$25.76 Shipping & Handling: \$0.00 ----- Total before tax: \$25.76 Estimated Tax: \$0.00 ----- Grand Total: \$25.76
Credit Card transactions	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 19, 2022: \$25.76

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-3102299-6813809

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 17, 2022
Amazon.com order number: 111-3102299-6813809
Order Total: \$87.79

Business order information
GL code: 182-410-6502
Department: Library Materials

Shipped on August 18, 2022

Items Ordered Price
1 of: The Witches, Anne Hathaway \$9.96
1 of: Sonic The Hedgehog 2 [DVD], James Marsden \$17.96
1 of: The Lost City [DVD], Sandra Bullock \$17.96
1 of: Fantastic Beasts 3: Special Edition (DVD + Digital), Neil Blair \$17.96
1 of: The Bad Guys - Collector's Edition [DVD], Awkwafina \$17.96

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$81.80
Shipping & Handling: \$5.99
Total before tax: \$87.79
Sales Tax: \$0.00
Total for This Shipment: \$87.79

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$81.80
Shipping & Handling: \$5.99
Total before tax: \$87.79

Estimated Tax: \$0.00

Grand Total: \$87.79

Credit Card transactions	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 19, 2022: \$87.79
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To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-8196690-1684224

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 15, 2022
Amazon.com order number: 111-8196690-1684224
Order Total: \$100.98

Business order information
GL code: 182-410-6502
Location: Library
Department: Library Materials

Shipped on August 16, 2022

Items Ordered Price
1 of: Our Police, Levin, Jack E. \$10.99
Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Total for This Shipment: \$11.65

Shipped on August 18, 2022

Items Ordered Price
1 of: Down by the Barn, Hillenbrand, Will \$9.16
1 of: Big Red Barn, Brown, Margaret Wise \$14.69
1 of: The Hallo-Weiner, Pilkey, Dav \$17.99
1 of: Harold and the Purple Crayon, Johnson, Crockett \$10.99
1 of: Johnny Appleseed, Kellogg, Steven \$16.73

Sold by: Mildly Productive ([seller profile](#))
 Condition: New

1 of: *Chinco 36 Pieces Dog Paw Print Stamp Self Inking Stamps Teacher Mini Stamps Colorful Stamp Party Favors Assorted Stamp Set for Classroom Party Educati* \$14.99

Sold by: Hentunchuer ([seller profile](#)) | Product question? ([Ask Seller](#))
 Condition: New

Shipping Address:	Item(s) Subtotal:	\$84.55
City of Van Meter Public Library	Shipping & Handling:	\$4.78
505 GRANT ST		-----
PO BOX 160	Total before tax:	\$89.33
VAN METER, IA 50261-7707	Sales Tax:	\$0.00
United States		-----
Shipping Speed:	Total for This Shipment:	\$89.33
Standard Shipping		-----

Payment information	
Payment Method:	Item(s) Subtotal: \$95.54
Amazon.com Corporate Pay-in-Full Credit Line Last digits: 0568	Shipping & Handling: \$5.44

	Total before tax: \$100.98
	Estimated Tax: \$0.00

	Grand Total: \$100.98
Credit Card transactions	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 19, 2022: \$89.33
	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 17, 2022: \$11.65

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Final Details for Order #111-0710936-2193066

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 22, 2022
Amazon.com order number: 111-0710936-2193066
Order Total: \$7.55

Business order information
GL code: 182-410-6215
Department: Library Programs

Shipped on August 23, 2022
Items Ordered Price
1 of: 40 Pieces Antique Silver Tone Jewelry Making Charms Pendant Findings Craft Supplies Bulk Lots Arts E2XQ7 Pug Dog English Bulldog \$6.56
Sold by: ebemallmall (seller profile)
Condition: New OPP Packaged
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States
Item(s) Subtotal: \$6.56
Shipping & Handling: \$0.99
Total before tax: \$7.55
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$7.55

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$6.56
Shipping & Handling: \$0.99
Total before tax: \$7.55
Estimated Tax: \$0.00
Grand Total: \$7.55

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 24, 2022: \$7.55

To view the status of your order, return to Order Summary .



Final Details for Order #111-2026041-9578625

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 1, 2022
Amazon.com order number: 111-2026041-9578625
Order Total: \$10.88

Business order information
GL code: 182-410-6215 Department: Library Programs

Shipped on September 5, 2022	
Items Ordered	Price
1 of: 50 PCS Large Eye Plastic Needles(3.5Inch/9cm), Blunt Needles Learning Needles, Safety Plastic Lacing Needles for Kids and Sewing Handmade Crafts Sold by: Lokunn (seller profile) Condition: New	\$4.89
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$4.89 Shipping & Handling: \$5.99 ----- Total before tax: \$10.88 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$10.88 -----

Payment information	
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line Last digits: 0568	Item(s) Subtotal: \$4.89 Shipping & Handling: \$5.99 ----- Total before tax: \$10.88 Estimated Tax: \$0.00 ----- Grand Total: \$10.88
Credit Card transactions	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 6, 2022: \$10.88

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-7091100-6976205

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 22, 2022
Amazon.com order number: 111-7091100-6976205
Order Total: \$22.60

Business order information
GL code: 182-410-6215
Department: Library Programs

Shipped on August 25, 2022
Items Ordered Price
1 Of: 50pcs Assorted Dark Blue Resin Imitation Glass European Large Hole Beads Rhinestone Metal Spacer Charms Bead Assortments for DIY Crafts Bracelets Neck \$8.62
Sold by: iloveDIYbeads (seller profile)
Business Price
Condition: New
1 Of: MAHITOI 1000-PC Opaque Blue Pony Beads Bag, Great Craft Projects for All Ages, Craft Projects of Bead Jewelry, Ornaments, Key Chains, Hair Beading, Ro \$7.99
Sold by: Best of AMZN. (seller profile)
Condition: New
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States
Item(s) Subtotal: \$16.61
Shipping & Handling: \$5.99
Total before tax: \$22.60
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$22.60

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$16.61
Shipping & Handling: \$5.99
Total before tax: \$22.60
Estimated Tax: \$0.00
Grand Total: \$22.60

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 26, 2022: \$22.60

To view the status of your order, return to Order Summary .



Final Details for Order #111-4280793-5106667

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 22, 2022
Amazon.com order number: 111-4280793-5106667
Order Total: \$27.47

Business order information
GL code: 182-410-6215
Department: Library Programs

Shipped on August 25, 2022	
Items Ordered	Price
1 Of: <i>Aboat 25 Sets Design a Button Clear Acrylic Button Badges Kit with Pins for DIY Crafts and Craft Activities (2.36 Inch)</i> Sold by: Aboat Direct (seller profile) Condition: New	\$12.99
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$12.99 Shipping & Handling: \$4.14 ----- Total before tax: \$17.13 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$17.13 -----

Shipped on August 25, 2022	
Items Ordered	Price
1 Of: <i>Azure Zone, 50 Pack Pet Dog Paw Footprint Beads Silver Puppy Paw Big Hole Print Metal Bead Charm Pendant for European Jewelry Making Necklace Bracelet</i> Sold by: Azure Zone (seller profile) Condition: New	\$8.49
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$8.49 Shipping & Handling: \$1.85 ----- Total before tax: \$10.34 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$10.34 -----

Payment information	
Payment Method:	Item(s) Subtotal: \$21.48

Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568

Shipping & Handling: \$5.99

Total before tax: \$27.47

Estimated Tax: \$0.00

Grand Total: \$27.47

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 26, 2022: \$27.47

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-4108527-6559448

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 29, 2022
Amazon.com order number: 111-4108527-6559448
Order Total: \$50.95

Business order information
GL code: 182-410-6215
Department: Library Programs

Shipped on August 30, 2022
Items Ordered Price
1 of: Hamilco Colored Carstock Paper Gray Bristol Vellum Card Stock for Scrapbook Craft 8 1/2 x 11" - 67lb Cover for Printer - 50 Pack \$12.99
Sold by: Hamilco (seller profile)
Condition: New
Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Item(s) Subtotal: \$12.99
Shipping & Handling: \$1.89
Total before tax: \$14.88
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$14.88

Shipped on August 30, 2022
Items Ordered Price
1 of: 200 PCS Button Puzzle Toy, Big Button Threading Toy, Button Lacing Toy, Button Toys, Big Bag of Buttons, Buttons \$18.99
Assorted, Bright Buttons, Plastic But
Sold by: Shirocky Homan (seller profile)
Condition: New
1 of: (Pack of 128) Mini Wooden Colored clothespins, 16 colors Each 8pcs \$7.99
Sold by: Qianqianmao (seller profile)
Condition: New
Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Item(s) Subtotal: \$26.98
Shipping & Handling: \$3.97
Total before tax: \$30.95
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$30.95

Shipped on September 10, 2022

Items Ordered

1 of: *EXPO 86661 Low-Odor Dry Erase Markers, Fine Point, Black, 4-Count*
Sold by: Amazon.com
Condition: New

Price
\$4.99

Shipping Address:

City of Van Meter Public Library
505 GRANT ST
PO BOX 160
VAN METER, IA 50261-7707
United States

Item(s) Subtotal: \$4.99
Shipping & Handling: \$0.13

Total before tax: \$5.12
Sales Tax: \$0.00

Shipping Speed:
Standard Shipping

Total for This Shipment: \$5.12

Payment information

Payment Method:

Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568

Item(s) Subtotal: \$44.96
Shipping & Handling: \$5.99

Total before tax: \$50.95
Estimated Tax: \$0.00

Grand Total: \$50.95

Credit Card transactions

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 11, 2022: \$5.12
Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 31, 2022: \$8.73
Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 31, 2022: \$37.10

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-6814558-4345060

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 18, 2022
Amazon.com order number: 111-6814558-4345060
Order Total: \$54.78

Business order information
GL code: 182-410-6215
Location: Library
Department: Library Programs

Shipped on August 19, 2022

Items Ordered Price
1 Of: Winning Moves Scattergories 30th Anniversary Edition, Brown \$28.80
1 Of: Tabletop Magnetic Easel Whiteboard & Washable Blackboard with Chalkboard Design (2 Sides) 16 X 12.5" Includes:4 Dry Erase Markers & 4 Chalk Markers Dr \$19.99

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$48.79
Shipping & Handling: \$5.99
Total before tax: \$54.78
Sales Tax: \$0.00
Total for This Shipment: \$54.78

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$48.79
Shipping & Handling: \$5.99
Total before tax: \$54.78
Estimated Tax: \$0.00
Grand Total: \$54.78

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 20, 2022: \$54.78

To view the status of your order, return to Order Summary .



Final Details for Order #111-6921731-3812253

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 16, 2022
Amazon.com order number: 111-6921731-3812253
Order Total: \$66.79

Business order information
GL code: 182-410-6506
Location: Library
Department: Library Programs

Shipped on August 16, 2022	
Items Ordered	Price
2 Of: XPCARE 10 Pack Wooden Animal Puzzles, Toddler Ages 1-3 Jigsaw Toys for Early Education Wooden Puzzles with Different Patterns for Christmas Sold by: ENCFLY (seller profile) Business Price Condition: New	\$13.59
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$27.18 Shipping & Handling: \$5.04 ----- Total before tax: \$32.22 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$32.22 -----

Shipped on August 18, 2022	
Items Ordered	Price
2 Of: Haconba 8 Packs Wooden Catch Ball Game Ball Catching Cup Vintage Catch Game for Kids Hand Eye Coordination Educational Game, White and Red Sold by: urbanboycoys (seller profile) Business Price Condition: New	\$16.81
Shipping Address: City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$33.62 Shipping & Handling: \$0.95 ----- Total before tax: \$34.57 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$34.57 -----

Payment information	
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line Last digits: 0568	Item(s) Subtotal: \$60.80 Shipping & Handling: \$5.99 ----- Total before tax: \$66.79 Estimated Tax: \$0.00 ----- Grand Total: \$66.79
Credit Card transactions	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 19, 2022: \$34.57 Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 17, 2022: \$32.22

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-0881695-4726650

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 1, 2022
Amazon.com order number: 111-0881695-4726650
Order Total: \$80.83

Business order information
GL code: 182-410-6215
Department: Library Programs

Shipped on September 5, 2022

Items Ordered table with columns: Item Description, Price. Includes items like Pack of 5 Colored Frame Magnetic Dry Erase White Boards, Assorted Acrylic Push Pin Magnets, Avery Printable Magnet Sheets, and Heavy Duty 1/4 inch Standard Hole Punch.

Shipping Address and Totals table. Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States. Totals: Item(s) Subtotal: \$74.84, Shipping & Handling: \$5.99, Total before tax: \$80.83, Sales Tax: \$0.00, Total for This Shipment: \$80.83.

Payment information

Payment Method table. Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Totals: Item(s) Subtotal: \$74.84, Shipping & Handling: \$5.99, Total before tax: \$80.83, Estimated Tax: \$0.00.

Grand Total: \$80.83

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 6, 2022: \$80.83

To view the status of your order, return to [Order Summary](#) .

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Customer ID	Invoice number	Date
6497-1125	06497CO22349527	September 22, 2022



OverDrive, Inc.
 One OverDrive Way
 Cleveland, OH 44125
 United States
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Email: invoicing@overdrive.com
 US Tax ID number: 34-1522786

Bill to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Sold to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	2	\$68.68 USD	\$0.00 USD	\$68.68 USD
Audiobook	2	\$144.14 USD	\$0.00 USD	\$144.14 USD

Total items:	4	Subtotal:	\$212.82 USD
		Tax amount:	\$0.00 USD
		Total:	\$212.82 USD

Amount due: \$212.82 USD

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:





PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

Please include remittance details with your payment or send remittance details to invoicing@overdrive.com, including your customer ID number and invoice numbers.

Bank Name & Branch:	The Huntington National Bank 7 Easton Oval 17 South High Street Columbus, Ohio USA
Account Name:	OverDrive, Inc.
Account Number:	01661616573
ACH ABA Routing Number:	041000153
Wire Routing Number:	044000024
Swift Code:	HUNTUS33

Customer ID	Invoice number	Date
6497-1125	06497CO22349527	September 22, 2022

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9780063139985	On the Rooftop	HarperCollins		MA	\$34.34 USD	1	\$34.34 USD	0.00%	\$0.00 USD	\$34.34 USD	
2	9780063252363	Wrong Place Wrong Time	HarperCollins		MA	\$34.34 USD	1	\$34.34 USD	0.00%	\$0.00 USD	\$34.34 USD	
3	9780063139978	On the Rooftop	HarperAudio		OC/OU	\$72.07 USD	1	\$72.07 USD	0.00%	\$0.00 USD	\$72.07 USD	
4	9780063252387	Wrong Place Wrong Time	HarperAudio		OC/OU	\$72.07 USD	1	\$72.07 USD	0.00%	\$0.00 USD	\$72.07 USD	

Format	Items	Subtotal	Tax amount	Total
Ebook	2	\$68.68 USD	\$0.00 USD	\$68.68 USD
Audiobook	2	\$144.14 USD	\$0.00 USD	\$144.14 USD

Total items: 4 **Subtotal:** \$212.82 USD

Tax amount: \$0.00 USD

Total: **\$212.82 USD**

Amount due: **\$212.82 USD**

Customer ID	Invoice number	Date
6497-1125	06497CO22358670	September 30, 2022



OverDrive, Inc.
 One OverDrive Way
 Cleveland, OH 44125
 United States
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Email: invoicing@overdrive.com
 US Tax ID number: 34-1522786

Bill to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Sold to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$27.50 USD	\$0.00 USD	\$27.50 USD
Audiobook	1	\$42.75 USD	\$0.00 USD	\$42.75 USD

Total items:	2	Subtotal:	\$70.25 USD
		Tax amount:	\$0.00 USD
		Total:	\$70.25 USD

Amount due: \$70.25 USD

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check



Please make checks payable in USD to OverDrive, Inc.
 Remittance address:
 PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

Please include remittance details with your payment or send remittance details to invoicing@overdrive.com, including your customer ID number and invoice numbers.

Bank Name & Branch:	The Huntington National Bank 7 Easton Oval 17 South High Street Columbus, Ohio USA
Account Name:	OverDrive, Inc.
Account Number:	01661616573
ACH ABA Routing Number:	041000153
Wire Routing Number:	044000024
Swift Code:	HUNTUS33

Customer ID	Invoice number	Date
6497-1125	06497CO22358670	September 30, 2022

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9780593496480	All Good People Here	Random House Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
2	9780593587485	All Good People Here	Books on Tape		MA	\$42.75 USD	1	\$42.75 USD	0.00%	\$0.00 USD	\$42.75 USD	

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$27.50 USD	\$0.00 USD	\$27.50 USD
Audiobook	1	\$42.75 USD	\$0.00 USD	\$42.75 USD

Total items: 2 **Subtotal:** \$70.25 USD

Tax amount: \$0.00 USD

Total: **\$70.25 USD**

Amount due: **\$70.25 USD**

Customer ID	Invoice number	Date
6497-1125	06497DA22347388	September 20, 2022



OverDrive, Inc.
 One OverDrive Way
 Cleveland, OH 44125
 United States
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Email: invoicing@overdrive.com
 US Tax ID number: 34-1522786

Bill to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Sold to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$27.50 USD	\$0.00 USD	\$27.50 USD
Audiobook	1	\$47.50 USD	\$0.00 USD	\$47.50 USD

Total items:	2	Subtotal:	\$75.00 USD
		Tax amount:	\$0.00 USD
		Total:	\$75.00 USD

Amount due: \$75.00 USD

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check


Please make checks payable in USD to OverDrive, Inc.
 Remittance address:
 PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

Please include remittance details with your payment or send remittance details to invoicing@overdrive.com, including your customer ID number and invoice numbers.

Bank Name & Branch:	The Huntington National Bank 7 Easton Oval 17 South High Street Columbus, Ohio USA
Account Name:	OverDrive, Inc.
Account Number:	01661616573
ACH ABA Routing Number:	041000153
Wire Routing Number:	044000024
Swift Code:	HUNTUS33

Customer ID	Invoice number	Date
6497-1125	06497DA22347388	September 20, 2022

#	Order date	Order ID	Order name	Internal purchase order ID	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total
1	9/20/2022	bridges-20220805-103723-167429	202208-202212		9780593449561	Dreamland	Random House Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD
2	9/20/2022	bridges-20220805-103723-167429	202208-202212		9780593633243	Dreamland	Books on Tape		MA	\$47.50 USD	1	\$47.50 USD	0.00%	\$0.00 USD	\$47.50 USD

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$27.50 USD	\$0.00 USD	\$27.50 USD
Audiobook	1	\$47.50 USD	\$0.00 USD	\$47.50 USD

Total items: 2 **Subtotal:** \$75.00 USD

Tax amount: \$0.00 USD

Total: **\$75.00 USD**

Amount due: **\$75.00 USD**

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Culligan Water Adel

Mailing Address: 120 Nile Kinnick Dr N; Adel, IA 50003-1436

Date of Invoice: 8/31/2022

Amount: \$26.11

Memo: Acct 752089

Vendor #
Office Use Only

Purchase Description: Cooler Rental

Invoice Number:

Account Number: Other Contractual Serv 182-410-6499

Nancy Studebaker-Barringer



518 GREENE STREET
 ADEL, IA 50003
 (515) 993-4203 (800) 747-4203
 adel@culliganIowa.com
 www.CulliganIowa.com

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW

VISA MasterCard American Express Discover PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT

CARD NUMBER _____ V. CODE _____

SIGNATURE _____ EX P. DATE _____

DATE: 08/31/2022 PAY THIS AMOUNT: \$26.11 ACCOUNT NUMBER: 752089

PAY BY DATE: SEP 22 AMOUNT PAID \$ _____

ADDRESSEE:


VAN METER PUBLIC LIBRARY
 ATT DIRECTOR
 505 GRANT ST
 VAN METER IA 50261

REMIT PAYMENT TO:

CULLIGAN WATER ADEL
 518 GREENE ST
 ADEL, IA 50003-1811

BALANCE FORWARD
 RETURN THIS TOP PORTION WITH YOUR PAYMENT

BRANCH ID: CA-01
 CUSTOMER: VAN METER PUBLIC LIBRARY

				PREVIOUS BALANCE:	\$9.01
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
08/03/2022	2.00	5 GAL BOTTLE WATER DELIVER	800084293	15.00	24.01
08/03/2022	1.00	DELIVERY CHARGE	800084293	2.10	26.11
08/16/2022	-1.00	PAYMENT	031279	-9.01	17.10
08/31/2022	1.00	COOLER RENTAL		9.01	26.11
 Service 09/01-09/30					
Due to sustained and increasing fuel costs, a small increase of product or fuel					
<small>ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE</small>					
FINANCE CHARGE SCHEDULE					
OVER	PERIODIC RATE	ANNUAL RATE	PLEASE PAY NEW BALANCE BEFORE		
\$ 5	1.50 %	18.00 %	SEP 22		
TO 5	0.00 %	0.00 %	MIN CHARGE 5.00	Balance Due	\$26.11
0-30	31-60	61-90	Over 90	Next Deliveries: 08/31/22 09/29/22 10/27/22 11/28/22	
26.11	0.00	0.00	0.00		
CULLIGAN WATER ADEL 518 GREENE STREET ADEL, IA 50003 (515) 993-4203 (800) 747-4203 <small>SERVICE ADDRESS:</small>				<small>CLOSING DATE</small> 08/31/2022 <small>ACCOUNT NUMBER</small> 752089 <small>NAME</small> VAN METER PUBLIC LIBRARY	
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261					

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Illinois Library Association

Mailing Address: 33 W. Grand Ave, Suite 401; Chicago, IL 60654-6799

Date of Invoice: 2/22/2022

Amount: \$103.82

Memo:

Vendor #
Office Use Only

Purchase Description:

Invoice Number: 209788

Account Number: Library Programs 182-410-6215

Nancy Studebaker-Barringer



Nancy Studebaker
 Van Meter Public Library
 505 Grant Street
 Van Meter, IA 50261
 United States

For: **Nancy Studebaker**
 Member ID:
 Member Type: **Non-member**
 Date effective:
 Date expires:

Payment Invoice

Invoice #	Date	Description	Amount
209788	02/03/2022	iREAD Purchase	\$103.82
		Total Amount Paid	\$ _____

Payment Details

Check enclosed

To ensure your payment is properly credited, return a copy of this notice with your payment.

Make check payable to Illinois Library Association

Remit to:

33 W. Grand Ave, Suite 401

Chicago, IL 60654-6799

Pay by credit card

Card type: American Express MasterCard Visa

Card number: _____ Exp: ____/____ Security Code: _____

Name on card: _____

Signature: _____

If you are paying by credit card, fax this form to 312 644-1899 or pay online at www.ila.org

Illinois Library Association
 33 W. Grand Ave, Suite 401
 Chicago, IL 60654-6799
 Email: ila@ila.org
 Phone: 312 644-1896

Proposed Revised Bylaws

I Board Membership

- A. The Van Meter Public Library Board of Trustees, hereafter will be referred to as the Board.
- B. There shall be five (5) Trustees appointed by the Mayor and approved by the Council for terms of six (6) years. The Board will interview potential Trustees before submitting nominee recommendations to the Mayor. The Board shall consist of four (4) persons from the city and one (1) from the rural area served.
- C. The Removal of any Trustee permanently from the municipality or his/her absence from six (6) consecutive regular meetings of the board, except in cases of sickness or temporary absence from the municipality, without due explanation of absence, shall render his/her office as trustee vacant.
- D. In the event a Trustee vacates their office before the end of their term on the Board, a replacement shall be appointed by the Mayor with approval by the Council. Such appointees shall fill out the rest of the unexpired term for which the appointment is made.

II Board Powers & Functions

- A. The Board will comply with the CODE OF IOWA in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance. (see Appendix A)
- B. Major functions of the Board:
 - a. Hire and evaluate the Library Director.
 - b. Set salaries and benefits for library personnel.
 - c. Participate in the budget process and secure adequate financial support for the library's operations and services.
 - d. Set policies for the library's operations and services.
 - e. Engage in planning for the Library's future.
 - f. Ensure the Library Director and staff participate in training and continuing education.
 - g. Participate in Board training and educational opportunities.

h. Ensure the Library's involvement in State Library and Library service area initiatives.

III Board Meetings

- A. The Board shall meet the third (3rd) Wednesday of each month at 6:00 p.m.
- B. The Board shall meet in the Library or City Hall, unless posted differently.
- C. The President or Vice President, in consultation with the Library Director shall prepare the agenda.
- D. The Board will comply with requirements of Iowa's Open Meetings law, including printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- E. If emergency business arises, the President or Vice President is responsible for scheduling a special meeting, notifying the Trustees and posting as required by Open Meetings law.
- F. Three (3) of the five (5) Trustees must be present to be considered a quorum.
- G. Meeting shall follow the posted agenda and Roberts Rules of order.
- H. Board members shall notify the library staff if unable to attend a meeting.
- I. The Director shall be present and participate at each meeting of the Board.

IV Board Officers

- A. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
- B. President shall:
 - 1) Plan the meeting with input from the Library Director.
 - 2) Preside at and facilitate the meeting.
 - 3) Function as a liaison between the Board members, Director, and the Council.
 - 4) Act as a team builder.
- C. Vice President shall:
 - 1) Serve as backup for the Board President.
 - 2) Remain current on library business and Board operations.
- D. Secretary shall:



1) Record its proceedings as minutes and shall keep copies available for public inspection.

V Amendment of Bylaws

A. The By-Laws may be amended by a simple majority vote of the Trustees during a meeting with a quorum.

Adopted: September 29, 1986

Reviewed/Revised: 1996

Reviewed/Revised: 2006

Reviewed/Revised: 2012

Reviewed/Revised: 2016

Reviewed/Revised: October 23, 2017



APPENDIX A

Van Meter Ordinance

Adopted September 14, 2020, by Ordinance No. 2020-08

Chapter 22 Library Board of Trustees

22.01 PUBLIC LIBRARY.

The public library for the City is known as the Van Meter Public Library. It is referred to in this chapter as the Library.

22.02 LIBRARY TRUSTEES.

The Board of Trustees of the Library, hereinafter referred to as the Board, consists of four resident members and one nonresident member. All members are to be appointed by the Mayor with the approval of the Council.

22.03 QUALIFICATIONS OF TRUSTEES.

All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of 18 years.

22.04 ORGANIZATION OF THE BOARD.

The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

22.05 POWERS AND DUTIES.

The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a Librarian, and authorize the Librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, prior to such employment, the compensation of the Librarian,

assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the Librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence, or inattention to duty, subject however, to the provisions of Chapter 35C of the *Code of Iowa*.

6. Purchases. To select, or authorize the Librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery, and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify, or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

(Code of Iowa, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

22.06 CONTRACTING WITH OTHER LIBRARIES.

The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

(Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the

governing body of a contracting party on a written petition of not less than five percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than 40 days before the election. The proposition may be submitted at any election provided by law which is held in the territory of the party seeking to terminate the contract.

22.07 NONRESIDENT USE.

The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

22.08 EXPENDITURES.

All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

(Code of Iowa, Sec. 384.20 & 392.5)

22.09 ANNUAL REPORT.

The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

22.10 INJURY TO BOOKS OR PROPERTY.

It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

(Code of Iowa, Sec. 716.1)

22.11 THEFT.

No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

(Code of Iowa, Sec. 714.1)

22.12 NOTICE POSTED.

There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or



more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)

Proposed NEW Behavior Policy

The Van Meter Public Library strives to ensure a safe and welcoming space for everyone. Library users are expected to respect other library users and all library policies. Behaviors which are disruptive, cause harm to others or to library materials, or break any federal, state, or local law are strictly prohibited.

Restricted behaviors and activities include but are not limited to:

1. Engaging in behaviors or actions which may cause harm to others or to library materials, or otherwise using library facilities or materials other than for their intended purpose
2. Engaging in behavior that is disorderly or disruptive to other library users, including excessive noise, inappropriate language, or accessing obscene or excessively violent materials in a way that they are visible or audible to other patrons
3. Engaging in behavior that is violent, harassing, menacing, or intimidating in nature
4. Breaking any federal, state, or local laws
5. Soliciting, selling, or distributing signs, notices, or leaflets without prior approval
6. Entering staff-only areas or using library equipment without permission, or failing to adhere to library policies
7. Possessing uncovered beverages or open containers of food
8. Bringing animals other than service animals into the library without prior permission from the library director
9. Using tobacco products, including chewing tobacco or electronic and vapor cigarettes
10. Leaving a child under 10 years old unattended without prior approval from the Director
11. Refusing to follow instructions from library staff

If patrons persist in unacceptable behavior after a verbal warning the patron may be asked to leave immediately.

Patrons displaying violent, harassing, menacing, or intimidating behavior will receive no verbal warning and instead be asked to leave immediately.

Patrons who are asked to leave the library may also have their library privileges suspended.

Library suspension may be for a period of 24 hours to 1 year, depending on severity of violation and at the discretion of the Director.

Whenever possible, written notice of library suspension will be mailed to the subject of the suspension. In the case of minor children, the written notice of library suspension will be sent to the parent or guardian of the child. If it is not possible to mail the suspension notice, it may be hand delivered if and when the subject is next in the library. A copy of the written notice of library suspension will be retained and provided to the Library Board at the next Board meeting.

Edited OLD Behavior Policy

The Van Meter Public Library strives to ensure a safe and welcoming space for everyone. Library users are expected to respect other library users and all library policies. Behaviors which are disruptive, cause harm to others or to library materials, or break any federal, state, or local law are strictly prohibited.

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3. Engaging in behavior that is **violent**, harassing, menacing, or intimidating in nature
4. Breaking any federal, state, or local laws
5. Soliciting, selling, or distributing signs, notices, or leaflets without prior approval
6. Entering staff-only areas or using library equipment without permission, or failing to adhere to library policies
7. Possessing uncovered beverages or open containers of food
8. Bringing animals other than service animals into the library without prior permission from the library director
9. Using tobacco products, including chewing tobacco or electronic and vapor cigarettes
10. Leaving a child under 10 years old unattended **without prior approval from the Director**
11. Refusing to follow instructions from library staff

~~Patrons are also expected to pick up after themselves and any children they are supervising.~~

If patrons persist in unacceptable behavior after a verbal warning the patron **will may** be asked to leave immediately.

Patrons displaying violent, harassing, menacing, or intimidating behavior will receive no verbal warning and instead be asked to leave immediately.

Patrons who are asked to leave the library may also have their **library privileges suspended**.

Library suspension may be for a period of 24 hours to 1 year, depending on severity of violation and at the discretion of the Director.

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~~Minor disruptive behavior, such as noise, may result in being asked to leave for the day on a first offense before proceeding to the suspension schedule below. Additional or other offenses may result in suspension of library privileges under the following guidelines, depending on severity:~~

- ~~• First offense: 1 week suspension~~
- ~~• Second offense: 30 day suspension~~
- ~~• Third offense: 90 day suspension~~
- ~~• Fourth offense: 1 year suspension or longer, depending on severity~~

~~Refusal to leave the library when instructed may result in an increased suspension. Suspension notices shall be delivered in writing either in person or by mail to the address on file. Any patrons suspended for a second, third, or fourth offense must meet with the library director to discuss appropriate behavior before having privileges reinstated. For minors, this meeting must also involve at least one parent or legal guardian. Offenses reset if a patron has no offenses for 90 days following their return to the library.~~

Approved 8/28/19



Mission Statement

The mission of the Van Meter Public Library is to provide materials and services that support and encourage lifelong learning and love of literature.

Vision Statement

The library builds a community of lifelong learners in Van Meter.

Values Statements

Intellectual Freedom: All services of the Library reflect the principals of Intellectual Freedom. The library is committed to the right of individuals to unrestricted access to information and ideas. The library board affirms and adopts the American Library Association’s Library Bill of Rights (appendix A), Freedom to View (appendix B), and Freedom to Read (appendix C) statements. In addition, the Library supports the interpretations of the Library Bill of Rights, “Access to Library Resources and Services for Minors” (appendix D) and “Privacy” (appendix E).

Confidentiality and Privacy: We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. The library adheres to Public Records Law, Iowa Code Chapter 22 Section IV. Note: 22.7(13) and 22.7 (14) apply specifically to libraries. (appendix F) Exceptions to this privacy will be made for the purposes of recovering overdue materials and settling accounts for lost, late or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable under Iowa Code section 613.16. (appendix G). The Library supports the interpretation of the Library Bill of Rights “Privacy” (appendix E).

Staff Integrity: All library staff (whether ALA members or not) are required to adhere to the ethical principals set out in the Code of Ethics of the American Library Association. (appendix H).

Board Integrity: All library Board Members are required to adhere to the ethical principals set out in the Public Library Trustee Ethics Statement of United for Libraries. (appendix I). In addition, Board Members will refer to the Iowa Library Trustees Handbook in making decisions regarding the board’s relationship with the library director and staff, developing policy, funding sources and library laws.

Parental Rights: The Library makes no attempt to assume the rightful role of parents in monitoring, controlling, or curtailing the reading, listening, or viewing behavior of their children. The library encourages parents to be interested and involved in their children’s utilization of library materials. The library provides assistance to parents and/or children in finding materials that meet the needs and interest of the child. The library does not limit children’s access to the entire library collection. In no situation does the library act in the place of the parent. The Library supports the interpretation of the

Library Bill of Rights, "Access to Library Resources and Services for Minors" (appendix D).

Approved by VMPL Board August 18, 2021

Appendix A

Library Bill of Rights Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix B

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the

content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix C

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its

creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix D

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

5 “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Appendix E

Privacy: An Interpretation of the Library Bill of Rights

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.¹ When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

Privacy is essential to the exercise of free speech, free thought, and free association. Federal and state courts have established a First Amendment right to receive information in a publicly funded library.² Further, the courts have upheld the right to privacy based on the U.S. Constitution. Many states provide guarantees of privacy in their constitutions and statute law.³ Numerous decisions in U.S. case law have defined and extended rights to privacy to all.⁴

The right to privacy includes the right to open inquiry without having the subject of one's interest examined or scrutinized by others, in person or online. Confidentiality exists when a library is in possession of personally identifiable information about its users and keeps that information private on their behalf.⁵ Article III of the Code of Ethics of the American Library Association states that confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted," including, but not limited to, reference questions and interviews, circulation records, digital transactions and queries, as well as records regarding the use of library resources, services, programs, or facilities.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The American Library Association has affirmed a right to privacy since 1939.⁶ Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality are explicit in Article VII of the Library Bill of Rights and implicit in its guarantee of free access to library resources for all users.

Rights of Library Users

Lack of privacy and confidentiality has a chilling effect on users' selection, access to, and use of library resources. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use. ALA and its members recognize that children and youth have the same rights to privacy as adults. Library users expect, and in many places have, a legal right to have their personally identifiable information and library-use data protected and kept private and confidential by anyone with access to that information. Libraries should never enact policies or practices that abridge users' right to privacy regardless of their age, ability, housing status, immigration status, involvement with the criminal justice system, religious affiliation, ethnicity, sexual orientation, gender identity, or other forms of identity or status unless explicitly required by law. Even then, libraries should consult with legal counsel before abridging any user's right to privacy.

Libraries have a responsibility to inform users about policies and practices governing the collection, security, and retention of personally identifiable information and library use data. Additionally, users should have the choice to opt-in to any data collection that is not essential to library operations and the

opportunity to opt-out again at any future time. All nonessential data collection should be turned off by default. In all areas of librarianship, best practice leaves users in control of as many choices as possible regarding their privacy. This includes decisions about the selection of, access to, and use of information. Information about options available to users should be prominently displayed, accessible, and understandable for a general audience.

Responsibilities in Libraries

The library profession has a long-standing ethic of facilitating, not monitoring, access to information. Libraries implement this commitment through the adoption of and adherence to library privacy policies that are consistent with applicable federal, state, local, and where appropriate, international law. It is essential that libraries maintain an updated, publicly available privacy policy that states what data is being collected, with whom it is shared, and how long it is kept. Everyone who provides governance, administration, or service in libraries, including volunteers, has a responsibility to maintain an environment respectful and protective of the privacy of all users. It is the library's responsibility to provide ongoing privacy education and training to library workers, governing bodies, and users in order to fulfill this responsibility.

The National Information Standards Organization (NISO) Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems recognizes that the effective management and delivery of library services may require the library user to opt into the provision of personal data in order to access a library resource or receive library services. Users' personal data should only be used for purposes disclosed to them and to which they consent.⁷

Libraries should not monitor, track, or profile an individual's library use beyond operational needs. Data collected for analytical use should be limited to anonymous or aggregated data and not tied to individuals' personal data. Emerging biometric technologies, such as facial recognition, are inconsistent with the mission of facilitating access to library resources free from any unreasonable intrusion or surveillance.

Regardless of the technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality. Library security practices to safeguard personal information should be up to date and in compliance with state and national standards. Adherence to NISO Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems requires that these practices include:

encryption of personal data while they are at-rest and in-motion; prompt updates of systems and software to address vulnerabilities; systems, procedures, and policies for access control of sensitive data; a procedure for security training for those with access to data; and documented procedures for breach reporting, incident response, and system, software, and network security configuration and auditing.

Libraries should follow purpose-limitation, storage-limitation, and data-minimization principles⁹ when making decisions about collecting and retaining library-use data. In particular, libraries should collect and store only personally identifiable data required for specific purposes that are disclosed to the users.

Libraries should periodically review their data-collection and retention policies to identify situations in which the reason for collecting user data may no longer apply. Libraries may need to comply with state,

institutional, or other governmental record-retention policy in addition to developing their own data management policies. In addition, libraries should regularly review and update procedures for collecting and maintaining user data to ensure compliance with current industry privacy and security standards. Libraries should never share users' personally identifiable information with third parties or vendors that provide resources and library services, unless the library obtains explicit permission from the user or if required by law or existing contract. Libraries or their governing institutions should negotiate agreements with vendors that retain library ownership of user data and permit independent auditing of vendor data collection, retention, and access policies and practices. Such agreements should stipulate that user data is confidential and that it may not be used or shared except with the permission of the library. Any vendor that handles user information as part of a library's service should have a publicly available privacy policy that commits to compliance with the NISO Consensus Principles. As existing contracts approach expiration, libraries should renegotiate future contracts to include these privacy safeguards.

Law enforcement agencies and officers may request library records and data that they believe contain information that would be helpful to the investigation of criminal activity. Libraries should have a procedure in place for handling law-enforcement requests. Libraries should make such records available only in response to properly executed court orders or legal process. These court orders are issued following a showing of good cause based on specific facts by a court of competent jurisdiction.

The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. The rapid pace of information collection and changes in technology means that users' personally identifiable information and library-use data are at increased risk of exposure. The use of new technologies in libraries that rely on the collection, use, sharing, monitoring and/or tracking of user data may come into direct conflict with the Library Bill of Rights and librarians' ethical responsibilities. Libraries should consider privacy in the design and delivery of all programs and services, paying careful attention to their own policies and procedures and that of any vendors with whom they work. Privacy is the foundation upon which our libraries were built and the reason libraries are such a trusted part of every community.

1 Article VII, Library Bill of Rights

2 Court opinions establishing a right to receive information in a public library include Board of Education v. Pico, 457 U.S. 853 (1982); Kreimer v. Bureau of Police for the Town of Morristown, 958 F.2d 1242 (3d Cir. 1992); and Reno v. American Civil Liberties Union, 117 S.Ct. 2329, 138 L.Ed.2d 874 (1997).

3 Ten state constitutions guarantee a right of privacy or bar unreasonable intrusions into citizens' privacy. Forty-eight states protect the confidentiality of library users' records by law, and the attorneys general in the remaining two states have issued opinions recognizing the privacy of users' library records. See: State Privacy Laws Regarding Library Records.

4 Cases recognizing a right to privacy include: NAACP v. Alabama, 357 U.S. 449 (1958); Griswold v. Connecticut, 381 U.S. 479 (1965); Lamont v. Postmaster General, 381 U.S. 301 (1965); Katz v. United States, 389 U.S. 347 (1967); and Stanley v. Georgia, 394 U.S. 557 (1969).

5 The phrase "personally identifiable information" was adopted by the ALA in 1991. See: "ALA Policy Concerning Confidentiality of Personally Identifiable Information about Library Users."

6 Article XI of the Code of Ethics for Librarians (1939) asserted that “it is the librarian’s obligation to treat as confidential any private information obtained through contact with library patrons.” Article III of the current Code of Ethics of the American Library Association (2008) states: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

7 National Information Standards Organization, "NISO Consensus Principles on User’s Digital Privacy in Library, Publisher, and Software-Provider Systems (NISO Privacy Principles), Principle 4, Data Collection and Use" (Baltimore: National Information Standards Organization, December 10, 2015).

8 NISO Consensus Principles on Users’ Digital Privacy in Library, Publisher, and Software-Provider Systems (NISO Privacy Principles) (2015)

9 These principles, drawn from the European Union "General Data Protection Regulation (GDPR)" (2016) and reflected in other fair privacy practice principles such as the "NISO Privacy Principles" (Baltimore: National Information Standards Organization, 2015) and "Guidelines on the Protection of Privacy and Transborder Flows of Personal Data" (Paris: Organisation for Economic Co-operation and Development, 2013), provide sound guidelines for libraries to follow in their data-privacy practices. Libraries in the United States are generally not subject to the GDPR but should consult with legal counsel to determine whether GDPR applies.

Adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

Appendix F

Public Records Law, Iowa Code Chapter 22 Section IV Paragraphs 13 & 14

22.7 Confidential records.

(13) The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

(14) The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

Appendix G

Iowa Code Section 613.16 Parental responsibility for actions of children.

1. The parent or parents of an unemancipated minor child under the age of eighteen years shall be liable for actual damages to person or property caused by unlawful acts of such child. However, a parent who is not entitled to legal custody of the minor child at the time of the unlawful act shall not be liable for such damages.

2. The legal obligation of the parent or parents of an unemancipated minor child under the age of eighteen years to pay damages shall be limited as follows:

- a. Not more than two thousand dollars for any one act.
 - b. Not more than five thousand dollars, payable to the same claimant, for two or more acts.
3. The word “person” for the purpose of this section shall include firm, association, partnership or corporation.
4. When an action is brought on parental responsibility for acts of their children, the parents shall be named as defendants therein and, in addition, the minor child shall be named as a defendant. The filing of an answer by the parents shall remove any requirement that a guardian ad litem be required.

Appendix H

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of

access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Appendix I

Public Library Trustees Ethics Statement

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.

Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.

Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.

Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws

Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

ASSISTANT DIRECTOR JOB DESCRIPTION

Reports to: Director

Summary: The Assistant Director provides excellent customer service for patrons at the circulation desk. She is responsible for all aspects of cataloging, processing, collection maintenance, marketing and communications. She works closely with the Director to develop and implement IT and programming projects.

Essential Job Duties:

Circulation & Cataloging

- Assist patrons with all circulation related transactions such as, checking items in and out; processing holds; registering patrons; collecting fines and fees.
- Maintain cleanliness and orderliness of all areas visible to the patron.
- Return materials to the shelves in accurate order.
- Understand and apply library policies and procedures in daily work.
- Provide reader's advisory for children and adults.
- Assist patrons with use of library's computers, as well as software and applications related to the library.
- Establish and maintain positive, effective relationships with patrons and co-workers.
- Identify and prioritize work to best meet patron and library needs.
- As needed, assist with programming preparations.
- Work alone in library during open hours, including evenings.

Marketing & Communications

- Responsible creating regularly scheduled newsletters that promote the library's programs and services.
- Responsible for maintaining the website to accurately reflect the library's program and services.
- Responsible for developing and maintaining the library's social media presence.
- Identify and implement new marketing opportunities.

Technology

- Is the primary liaison between the library and IT support.
- Identify and implement new technologies to improve library services.

Programming

- Is the primary lead in developing and implementing teen programming
- Is the primary lead in developing and implementing adult programming

Skills and Traits:

- Ability to effectively communicate both orally and in writing with patrons and co-workers.
- Possess strong computer skills, including MS Office and Google Suite.
- Pay attention to details.
- Enjoy working with public.
- Enjoy sharing information about books.

On the Job Training Required:

- Complete the core courses and the technology self-assessment for the Iowa Library Staff Endorsement during the first twelve months of employment.
- Complete four additional modules and receive Staff Endorsement from the State Library of Iowa within the first twenty-four months of employment.
- Complete ten hours of continuing education each year thereafter and maintain Staff Endorsement from the State Library of Iowa.



Qualifications:

Minimum

High School Diploma

Experience working with the public

Preferred

Associate Degree in relevant field

Previous customer service employment

Avid Reader

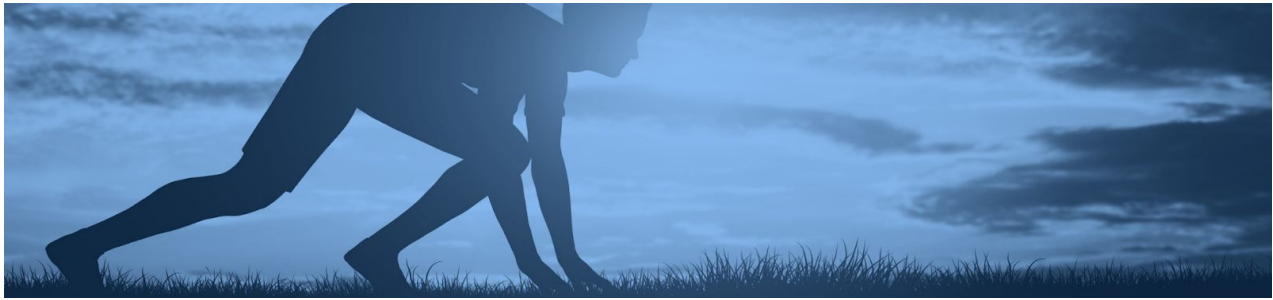
Physical Requirements:

- Carry up to 20 pounds for forty-paces.
- Bend, stoop, climb and/or stretch adequate to reach top and bottom book shelves.

Licenses/Certifications:

- Successfully pass a background investigation.
- Obtain and maintain State Library of Iowa Staff Endorsement.

Pay Range: 2022 - \$18-20 per hour



Chapter 1: First Things First

Get to Know Your Library and Its Impact in Your Community

“Public library” means different things to different people. For many, the purpose of a public library is to help children develop a love of reading. For others, it means a place that provides computers and Internet access for people who don’t have them at home. The public library may also be seen as an anchor for downtown businesses, a community gathering place, a source for books and movies for recreation, or an institution vital to democracy because it provides access to information from all points of view.

As a member of the library board, you help set the direction for public library service in your community. You will come to appreciate that a city library is a very important city service. Whatever role your library plays in your community, chances are it is one of the most heavily used city services. Historically, statewide, about 66% of Iowans have library cards.

Today’s libraries offer books and so much more. Services like public computers and Internet access (including WiFi), meeting rooms, programming for all ages, book discussion groups, and genealogy resources. Libraries also offer online resources such as digital collections of eBooks, audiobooks, magazines, and research materials, all accessible from home, work, or school.

So first things first: get to know your public library and all it has to offer. Drop in to browse and read, attend a book discussion group, attend a library-sponsored program, or simply check out a book.

Review Your City’s Library Ordinance

Iowa Code 392.5 states that a public library is established by an ordinance adopted by the city council. It is the local law under which the library exists and is part of the city code. Libraries established after Iowa’s Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance provided herein or it may be substantially different.

Each trustee should have a copy of the library ordinance; ask your director for a copy if needed. A sample ordinance is included in the **Appendix**. Most questions about library governance are answered in the city-library ordinance. It includes information such as:

- ❖ Board appointments and length of terms
- ❖ Powers and duties of the library board
- ❖ Procedure for approving and paying bills
- ❖ Reports required from the library to the city council

Changing the Library's Ordinance

"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city." (Iowa Code 392.5)

For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

A frequently asked question about the library ordinance is "Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?" Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

Iowa Code 392.5 protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards. Iowa currently has two such advisory boards: Clive and North Liberty; all others are administrative governing boards.

Understand the Role of the Board, Director, and City in Library Operations

Your public library director is the department head of a city service and is responsible for the day-to-day management of the library. The director acts as the professional and technical advisor to the library board on matters of policy, programming, planning, and more.

Some of the ways the roles of the board, the library director, and the city differ are:

- ❖ The library director typically brings forward a draft of policy topics. However, it is the board that actually approves and adopts the policies. Once a policy is

adopted, the director and staff carry it out as they operate the library.

- ❖ The board hires and evaluates the library director, while the director hires and evaluates other staff.
- ❖ The library director typically drafts the yearly budget proposal, but it's the board that officially adopts the budget based on money allocated by the city and county.
- ❖ The city appoints and approves members of the library board, allocates taxation to the library's budget, and handles the bill paying process.

Recruit New Trustees

A good partnership between the library board and city government is to work collaboratively on filling board vacancies. In Iowa, mayors appoint library board members, followed by council approval. The mayor's office is happy to take suggestions, and that's where the current board can be a partner in these ways:

- ❖ Develop a list of potential board members to fill vacancies ensuring the list reflects:
 - Gender balance
 - A variety of ages
 - A variety of occupations and knowledge bases
 - Participation in community groups and organizations
 - Includes library users and non-users
- ❖ Be proactive in looking ahead to expiring terms and providing the mayor with the list well in advance.
- ❖ Create a brochure for prospective trustees summarizing library board member responsibilities including education expectations and make available as needed.
- ❖ Develop a library board application and make it available in paper and posted on the library and city websites.

While board members are not compensated for their time, they should be reimbursed for any expenses. Prospective library trustees need to understand that while this is a voluntary position, there is significant responsibility and a time commitment required that is more than other volunteer activities.

“Alone we can do so little, together we can do so much.”



Director's Report
 Statistics for September 2022
 Submitted to VMPL Board by Nancy
 Studebaker October 2022

September 2022 Compared to September 2021	Sep-22	Sep-21	Difference
VISITORS			#DIV/0!
CIRCULATION			
Books- Adult	109	73	
Books- Teen	12	13	
Books- Juvenile	376	298	
DVD	52	39	
E-Books & Audio Books	278	100	
Misc	28	81	
Total Circulation	855	604	29%
PROGRAMMING			
Children's & Teens' Programs Offered	14	8	
Children's and Teens' Program Attendance	128	54	58%
Adult Programs Offered	0	0	
Adult Program Attendance	0	0	

FY23 At a Glance	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23
Visitors	665	490	367										1522
Library checkouts	1080	787	577										2444
E-books & e-audiobooks check-out	296	311	278										885
Total Circulation	1376	1098	855	0	0	0	0	0	0	0	0	0	3329
Programs offered	23	2	14										39
Programming attendance	74	14	128										216
Passive program participation	1	0	0										1
Total Programming	75	14	128	0	0	0	0	0	0	0	0	0	217
Library visit schools/daycare	0	50	0										50
Groups/students visit library	0	0	0										0
Other Outreach	0	0	0										0
Total Outreach	0	50	0	0	0	0	0	0	0	0	0	0	50
Reading Rewards (children participating)	140	150	10										300
Reading Rewards (books read)	N/A	N/A	117										117
Reading Rewards (minutes read)	72000	48000	N/A										120000
Computer usage	2	9	3										14
Wireless usage visits	104	98	136										338
Wireless unique visitors	20	19	18										57
Reference questions	4	2	5										11
ILL Borrow Completed	61	38	41										140
ILL Lender Completed	25	18	16										59
Website Visits	284	291	277										852

The following reflects work accomplished in September 2022

Strategic Theme: Growing, strengthening and a building for the future. Improving the organizational health of Van Meter Public Library to prepare for growth in the future.

We are grateful to Pat Alexander and the Public Works Department for fixing the water quality problem in our restrooms. Pat was on-it as soon as I reached out to him. We no longer have sulfur-smelling water.

Strategic Theme: Programs and resources to engage learners of all ages.

It is a goal of the library to spark curiosity and encourage a love of learning with programs and services for children ages birth to 12. During September we offered fourteen programs for this age group; 128 children came to these programs. We sparked curiosity with science experiments and crafts; we encouraged reading with reader's theater, poetry discussion and, of course, storytime.

We offer weekly programming for children between 2 and 12. Toddler Time is for ages 2-5; it is held on Monday evening and Tuesday morning. Laugh & Learn is for grades 1-3; it is held Tuesday evenings. And Tween Scene, for 4-6 graders, is held on Friday afternoon.

While Fall programming is off to a good start, September circulation was dismal. Foot traffic was very slow. The summer surge and the fall slump are common in public libraries, but this has been very pronounced. Katrina and I will be working on ways to bring folks back into the library.

We are seeing lots of new faces! So far this fiscal year, we've signed up 33 new patrons. And there are new people at Toddler Time each week.

Katrina and Nancy are working on collection maintenance. Katrina is updating series information in the catalog for the adult fiction. She will also be completing an inventory and weeding of adult fiction by the end of the year. Nancy is weeding the adult non-fiction.

Strategic Theme: Creating Community

We are grateful to the Van Meter Public School for including weekly information about our services and programs in their daily e-mail to parents. Several people have come to programs because they read about it in the school e-mail.

TREASURER'S REPORT
CALENDAR 9/2022, FISCAL 3/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	6,324.14-	.00	11,693.36	.00	18,017.50-
Report Total	6,324.14-	.00	11,693.36	.00	18,017.50-

TREASURER'S REPORT
CALENDAR 9/2022, FISCAL 3/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	15,678.34	.00	.00	.00	15,678.34
Report Total	15,678.34	.00	.00	.00	15,678.34

REVENUE & EXPENSE REPORT
CALENDAR 9/2022, FISCAL 3/2023

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
182-410-4440	STATE GRANTS	.00	4,974.20	1,300.00	3,674.20-
182-410-4470	LIBRARY SERVICE	.00	.00	5,000.00	5,000.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	5,204.21	11,846.52	47,320.00	35,473.48
182-410-6020	WAGES - PART TIME	3,799.44	7,968.77	31,000.00	23,031.23
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00
182-410-6215	PROGRAMMING	200.03	1,156.12	5,000.00	3,843.88
182-410-6220	SUBSCRIPTION	.00	.00	300.00	300.00
182-410-6230	TRAINING	.00	.00	500.00	500.00
182-410-6311	OPERATION & MAINTENANCE	11.18	11.18	400.00	388.82
182-410-6371	UTILITIES	103.73	286.95	1,500.00	1,213.05
182-410-6373	TELEPHONE/COMMUNICATIONS	53.62	159.20	800.00	640.80
182-410-6408	INSURANCE	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	222.67	1,568.14	5,500.00	3,931.86
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	12.87	1,221.88	1,400.00	178.12
182-410-6502	LIBRARY MATERIALS	1,146.53	3,747.39	10,000.00	6,252.61
182-410-6506	OFFICE SUPPLIES	939.08	1,381.16	1,500.00	118.84
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00
182-910-4830	TRANSFERS IN	.00	.00	90,000.00	90,000.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00
	DIFFERENCE	11,693.36-	24,373.11-	8,920.00-	15,453.11
	PROOF	11,693.36-	24,373.11-	8,920.00-	15,453.11

FISCAL YEAR 2023	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
Expenses: City Budget for Library		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
FICA - City Portion	\$ 4,500.00	\$ 392.81	\$ 434.29	\$ 688.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,515.89
IPERS - City Portion	\$ 5,100.00	\$ 472.57	\$ 519.92	\$ 8,222.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,215.24
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 452.70
Total	\$ 10,800.00	\$ 1,014.76	\$ 1,105.87	\$ 9,063.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,183.83

Expenses: Library Budget	FY22 Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Wages FT	\$ 75,800.00	\$ 3,384.62	\$ 3,257.69	\$ 5,204.21										\$ 11,846.52
Wages PT	\$ 2,500.00	\$ 1,750.13	\$ 2,419.20	\$ 3,799.44										\$ 7,968.77
Programming	\$ 5,000.00	\$ 606.39	\$ 349.70	\$ 200.03										\$ 1,156.12
Subscriptions	\$ 300.00	\$ -	\$ -	\$ -										\$ -
Training	\$ 500.00	\$ -	\$ -	\$ -										\$ -
Operating & Maintenance	\$ 400.00	\$ -	\$ -	\$ 11.18										\$ 11.18
Utilities	\$ 1,500.00	\$ 82.30	\$ 100.92	\$ 103.73										\$ 286.95
Telephone	\$ 800.00	\$ 52.79	\$ 52.79	\$ 53.62										\$ 159.20
Technology	\$ 5,500.00	\$ 1,122.81	\$ 222.66	\$ 222.67										\$ 1,568.14
Other Contractual Services	\$ 1,400.00	\$ -	\$ 1,209.01	\$ 12.87										\$ 1,221.88
Library Materials	\$ 10,000.00	\$ 1,415.79	\$ 1,185.07	\$ 1,146.53										\$ 3,747.39
Office Supplies	\$ 1,500.00	\$ 301.40	\$ 140.68	\$ 939.08										\$ 1,381.16
Total	\$ 105,200.00	\$ 8,716.23	\$ 8,937.72	\$ 11,693.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,347.31

			\$10,043.59											
Revenue: Library Budget	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
State Funding (Enrich Iowa Programs)	\$ 1,300.00	\$ -	\$ -	\$ -										\$ -
County Funding	\$ 13,000.00	\$ -	\$ -	\$ -										\$ -
Donations	\$ -	\$ -	\$ -	\$ -										\$ -
Transfers In	\$ 91,000.00	\$ -	\$ -	\$ -										\$ -
Other	\$ -	\$ -	\$ -	\$ -										\$ -
Total	\$ 105,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Treasurer's Report	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Library Building Ending Balance (051)	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34									
Library Trust Ending Balance (182)	\$ (2,360.62)	\$ (6,324.14)	\$ (18,017.50)									
Total	\$ 13,317.72	\$ 9,354.20	\$ (2,339.16)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -